

**Request for Face-to-Face UOG Activities During COVID-19
(v3.1 Sept 29, 2021)**

In order for your request to hold a face-to-face UOG activity to be considered, please fill-out the sections below. Provide as much information as possible about the event and the plans to reduce COVID-19 transmission risk to participants. You will be provided a response within 48-hours and that response may ask for additional information. Should you have questions, please send them to covidsafety@triton.uog.edu.

Submit requests for Face-to-Face Activities to covidsafety@triton.uog.edu.

This does not apply to class courses which follows the UOG Academic COOP process.

NOTE: Requirements and permissions are subject to change based on new Executive Orders (EO) and DPHSS Guidance Memos, or as situations dictates.

- 1) Your Name (should be the person responsible for the event):**
- 2) Position:**
- 3) Unit:**
- 4) Email:**
- 5) Best Phone No:**
- 6) Name of Event (if any):**
- 7) Date(s) of Event:**
- 8) Location of Event:**
- 9) Time of Event:** Start Time _____ [] am [] pm
End Time _____ [] am [] pm
- 10) Purpose of event, including why this event must be done face-to-face:**

- 11) How many employees and how many guests:** ____ Employees ____ Guests
- 12) Will there be food and/or beverages at this event, and why must they be provided at this time:**

- 13) Please address the following items by providing some general understanding about how the responsible parties will address and be accountable for them:**
 - a) Contact tracing:

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- b) Sanitization before, during, and after (describe in detail your sanitation methods & protocols, scheduled time(s), person(s) involved):

- c) Personal protective equipment and supplies (masks, face-shields, etc):

14) Please attach a layout of the event that supports this request. Add any other information, as appropriate:

Below are UOG's current "Best Practices" for operating during COVID-19. Please read them below and be prepared to answer questions about them regarding the planning of your event.

[Note: It is important that we are all informed of everyone's responsibilities and expectations. These are the critical requirements and behaviors expected from everyone during UOG Activities, both on and off campus.]

1. Know and follow current social gathering or congregating Executive Order (EO) and DPHSS Guidance Memo.
2. Know the penalties involved with violating EO and DPHSS Guidance Memo requirements.
3. Follow all COVID-19-related signage and instructions.
4. Stay home if you're sick or if you've been in contact with someone who is positive, or potentially positive, for COVID-19.
5. Properly wear a mask always covering your nose and mouth both indoors and outdoors.
6. Always maintain social distance of 6-feet from other people, as appropriate.
7. Wash or sanitize hands frequently.
8. Sanitize high-contact surfaces frequently.
9. Sign in as required when entering buildings, offices and rooms for Contact Tracing purposes.
10. Do temperature checks as required.
11. Do not gather, congregate, or loiter inside or outside of buildings.
12. Food and beverages are not authorized for consumption in classrooms/labs or office breakrooms. Such items should be consumed outside of the classroom, outdoors, or in designated eating areas, with at least six (6) feet of social distancing.
13. If there are meals and/or drinks at UOG activities on and off campus, they will be served as to-go meals and drinks and must be previously approved. Requests for approval should be submitted to covidsafety@triton.uog.edu.
14. It is everyone's responsibility to check for compliance on all protocols and to report any shortages or shortfalls to the building administrator so they can be corrected as soon as possible – team effort. Shortfalls may also be reported through email at: covidsafety@triton.uog.edu.

Official Feedback

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Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

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